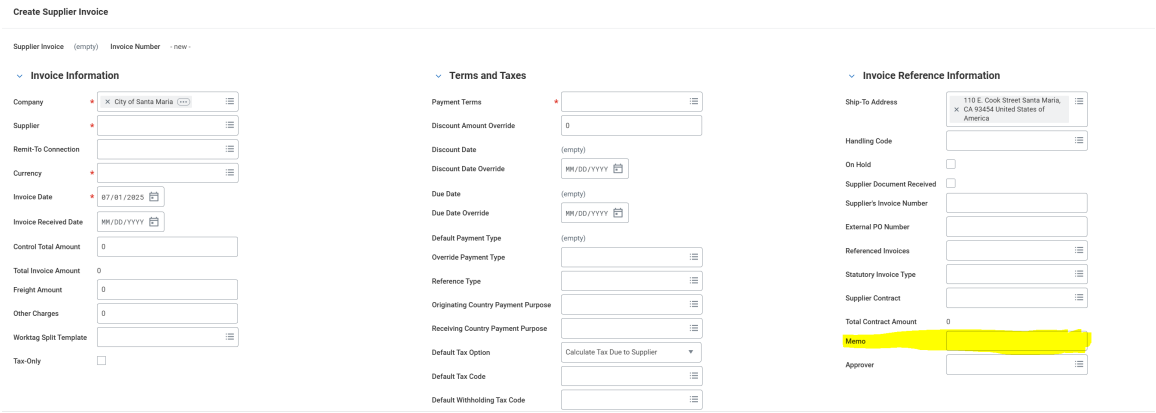
From: Lorena Zarate
To: Business Program Leaders; Division Heads-Management Personnel; Department Secretaries
Cc: Rebecca Campbell; Jovanii Corona; Ruby Sanchez; Chelsea Cox; Judith Evans; Rick Kirkwood; Divine Mallow; Angie Hernandez; Ricky Hawblitzel; Nancy Meraz
Subject: FW: All Employees: We Go-Live this week with Teller Cashiering and Workday
Date: Tuesday, July 1, 2025 9:39:13 AM
Attachments: image006.png
image007.png
image009.png
image010.png
image011.png
image001.png
image002.png
Suppliers Crosswalk 6.29.25.xlsx
image013.png
Importance: High

As it was announced below, Workday will be available for requisitions and supplier invoices tomorrow. In light of the transition, we will modify our AP schedule slightly this week. Our AP schedule designates today as the due date to submit approved supplier invoices to finance, however the new due date to submit supplier invoices to finance is **now Monday July 7th**. The first check run out of Workday will be dated **July 11th.** Please find attached a crosswalk of Suppliers, as you will find that when entering the supplier information in Workday, you would enter the name of the supplier and suppliers have been assigned a new Supplier ID.

Reminders:

- Please be sure to enter your more time sensitive requisitions and supplier invoices first to ensure those get processed with this check run. The first check run will settle any supplier invoices with a due date of on or before August 11th.
- Please include the words "FY2024-25…" in the header memo field of the supplier invoice so that we may accrue the expense appropriately to the correct fiscal year, see screenshot below.



- The fiscal year is based on the date the goods were received or the date the services were performed and not necessarily the date of the invoice.

In addition, I am more than happy to visit your offices tomorrow and help with entering your first requisitions and supplier invoices. Please let me know if you are interested, and I can schedule a time to drop by.

Thank you for your patience and cooperation.

Best regards,

Lorena Zarate, CPA
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City of Santa Maria
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Santa Maria, CA 93454

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From: Mark van de Kamp <mvandekamp@cityofsantamaria.org>
Sent: Monday, June 30, 2025 5:34 PM
To: All Network Email Users - Everybody <AllNetworkEmailUsers-Everybody@cityofsantamaria.org>
Subject: All Employees: We Go-Live this week with Teller Cashiering and Workday
Importance: High

ELEVATE

Starting this week, we go live with Teller Cashiering and Workday!

Can/Am Teller Cashiering goes live Tuesday, July 1st. *(Utility Billing counter, Police Records counter, Library, and others)*. Finance staff and representatives from Teller will visit each cashiering site first thing Tuesday morning to ensure everything is working.

Workday goes live Wednesday, July 2nd. *(requisitions, purchase orders, budget inquiries, grants, projects, etc).*

The City will distribute the new Workday link on Wednesday. This is for those employees with Finance-related tasks. Remember to login to Workday to complete your Finance tasks. Eden access will switch to read-only for everyone except Finance and HR because we will continue to run Utility Billing in Eden until September when SpryPoint goes live, and we will continue to run payroll in Eden until January 2026.

The system is designed to do the following:

- Streamline our workflow and processes, through integration and automation.
- Provide an accessible and user-friendly interface for employees, supervisors, and managers.
- Allow data-driven decision-making.
- Replace an outdated, aging enterprise resource planning system for Finance and – by January 2026, for Human Resources.

Need help?

On-Demand Support is on the Intranet

Click here for Workday Training Resources

Click here for Teller Cashiering Training Resources

- Job Aids / User Guides with step-by-step instructions
- Instructor-led Training Recordings and short videos

Expert Help

If you need help with Workday after launch, please submit a service desk ticket through this new Finance portal: Finance Client Portal Home.

As a bonus, Finance Leads will be available for office hours. The first session is Wednesday, July 2nd

at 4:00 p.m. These will be recorded.
Two things will be made available as a guide to help translate legacy account numbers into worktags:

1. “CSM - FDM Cross Walk - Integration Worktag Mapping”, a report within Workday.
2. A Crosswalk file on the Training site with information on legacy accounts and how they translate in Workday.

Remember that these are only meant as a guide; Workday gives you a lot more flexibility than Eden, so be sure to explore all worktags available, and reach out to Finance if you still have questions.
These will be made available along with the new Workday link on Wednesday.

Teller®
cashiering made simple

workday®

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